

ESTIMATES

SPANISH TRANSLATION				
Item	Frequency	Length	Unit Cost	Total Annual Cost
Board Meeting (Real Time)	12	up to 4 hours	\$1200 for up to 4 hours (2 interpreters needed)	\$ 14,400.00
Committee Meetings (Real Time)	85	2-hours	\$750 per 2-hour meeting	\$ 63,750.00
Board Meeting Agendas	12	6750 words	.25 cents / word (average \$1687 per agenda)	\$ 20,244.00
Board Meeting Minutes	12	7000 words	.25 cents / word (average \$1750 per agenda)	\$ 21,000.00
News Releases	65	1-page	\$70 minimum per document	\$ 4,550.00
Town Halls	4/year	1-hour	\$300 per hour	\$ 1,200.00
Social Media Posts	50+		\$70 minimum per document	\$ 3,800.00
Short-format videos	12+	1-page script	\$70 minimum per document	\$ 840.00
Estimate for 1-year				\$ 129,784.00
CLOSED CAPTIONING (TV Broadcast)				
Item	Frequency	Length	Unit Cost	Total Annual Cost
Live Captioning	12	3 hours	\$125	\$ 4,500.00
Speech to Text Captioning	entire channel	24/7	English CC - completely automated (will have errors)	\$ 40,000.00
Hardware/Engineering/Installation Costs				\$ 50,000.00
Estimate for First Year				\$ 94,500.00
SUBTITLES (Online Videos)				
Item	Frequency	Length	Unit Cost	Total Annual Cost
Post Meeting Subtitles (board)	12	3 hours	\$95	\$ 3,420.00
Post Meeting Subtitles (committee)	85	2 hours	\$95	\$ 16,150.00
Post meeting in-house captionist	K5		clean up auto-generate for online videos only	\$ 55,000.00
Estimate for 1-year				\$ 74,570.00
STAFF REQUIREMENTS				
Accessibility Manager	M7		manage accessibility program and staff	\$ 70,000.00
Outreach Specialist	K5		translate press releases, social media, flyers	\$ 55,000.00
			*additional hardware & software cloud services are needed to translate subtitles from English to Spanish	